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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Requirements to Report Classification Decisions to the Information Security Oversight Office (ISOO) 17-21 March 1986

FROM: **EXTENSION** **NO.**
C/Administrative Staff/OS **DATE** 13 March 1986

TO: (Officer designation, room number, and building) **DATE** **RECEIVED** **FORWARDED** **OFFICER'S INITIALS** **COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AS

2. PMS

3. RMO

4. LOG

5. B&F

6. Registry

7.

8.

9.

10.

11.

12.

13.

14.

15.

Please ensure that all components comply by due date, 25 March.

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13 MAR 1986

MEMORANDUM FOR: All Security Components

25X1 FROM:

[redacted]
Chief, Administrative Staff/OSSUBJECT: Requirement to Report Classification
Decisions to the Information Security Oversight
Office (ISOO) 17-21 March 1986

25X1 1. As stated in [redacted] the Director of the Information Security Oversight Office (ISOO) has the authority to require reports from Federal Agencies to ensure their compliance with Executive Order 12356. One section of the report shows the number of original and derivative classification decisions made by Agencies during each fiscal year. Last year our Agency reported an increase of approximately one million more classification decisions than it did in FY 1984.

2. As a result of this increase, we are now being asked to change our method of collecting statistics on classification decisions by increasing our samplings from one to two each year. The first sampling will be taken in March and the second in September.

3. In order to furnish the information to the Office of Information Services for forwarding to ISOO, please ensure the following items are counted and recorded during the period 17-21 March 1986:

- ° Count the number of classified documents originated within your component which are dated during the period 17-21 March. Count each document only once; do not, in addition, count letterex or reproduced copies of the documents.

- ° Count the number of classified documents received from the field during the period 17-21 March. This count should be limited to correspondence for which your office is the action office. Cables, however, sent between field

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stations on which Headquarters is an "info" addressee should be counted. It is not necessary that these documents be dated 17-21 March, but rather that they are received during that period. This is to ensure that slow-moving items such as dispatches and transmittal manifests are counted.

° Count all classified forms that are completed (filled in) during 17-21 March. Count preclassified forms and those premarked as classified "when filled in" either as original or derivative in accordance with the preprinted "classification authority" marking.

° Count each classified computer run produced during the 17-21 March period. Each run should be counted as one item. Do not count each computer-produced sheet or punched card separately.

4. The count of original classification decisions must be broken down according to those classified specifying a date or event for declassification and those classified specifying originating agencies' determination required (OADR) for declassification.

25X1 5. Attached is the format for reporting classification
25X1 decisions made in your component. Also attached is an
explanation of the classification terms used in the reporting
format. Please return the information collected to the Records
Management Officer, [redacted] by 25 March 1986. Your
assistance in this matter is greatly appreciated. If you have
any questions, contact [redacted]

Attachments

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REPORT OF CLASSIFICATION DECISIONS
MADE 17-21 MARCH 1986

INSTRUCTIONS

Record in the space provided below, the number and type of classification decisions made by your office for the period 17-21 March 1986. Column 1 and 2 should be used only to record original classification decisions. Column 3 should be used only to record derivative classification decisions; we are not required to report declassification information concerning derivative decisions.

What do you count?

- a. All classified documents (letters, reports, publications, etc.) originated in your office during the period 17-21 March 1986. Count each document only once; do not count letterex or reproduced copies.
- b. Field Correspondence (cables, telepouches, dispatches, transmittal manifests) received from the field during the 17-21 March 1986 period for which your office is the ACTION office. It is not necessary that these documents be dated 17-21 March. Count only one decision per document no matter how many copies of the document are made.
- c. Classified forms that are completed (filled in) during 17-21 March 1986. (Count preclassified forms and those premarked as classified "when filled in" either as original or derivative in accordance with the preprinted "classification authority" marking.
- d. Count each classified computer run as one item; do not count each computer produced sheet or punch card separately.

CLASSIFICATION DECISIONS 17 THROUGH 21 MARCH 1986			
TYPE OF CLASSIFICATION DECISIONS	NUMBER OF ORIGINAL (ORG) DECISIONS		NUMBER OF DERIVATIVE (DRV) DECISIONS
	Column 1	Column 2	
	OADR	DATE OR EVENT	Column 3
TOP SECRET			
SECRET			
CONFIDENTIAL			

OFFICE: _____ Ext. _____

EXPLANATION OF THE CLASSIFICATION TERMS

1. Original Classification Decision: A decision made by an officer who has original classification authority that the information contained in a document must be classified and that the classification cannot be based on an item(s) in the Agency Classification Guide [] or from source documents. Very few people in the Agency have original classification authority. A list of officers with classifying authority is maintained in the Office of Information Services (contact []). An original decision will look like this:



2. Derivative Classification Decision: A decision based on an item(s) in the Agency Classification Guide [] or from a source document(s). This is the most common method of classifying. No special authority is required to make a derivative decision. A derivative decision will look like this:



3. OADR or DATE AND EVENT: Both terms refer to when a document can be declassified. For the purposes of this report, count only the declassification instruction associated with original decisions (Columns 1 and 2). "OADR" stands for Originating Agency's Determination Required and means that the document cannot be automatically declassified. OADR is usually used in the Agency. "Date or Event" means the document can be automatically declassified on a specific date or when a specific event takes place (Column 2) and is seldom used in the Agency.

*CL stands for "classified" by. It is followed by the employee number of the individual responsible for classifying the document. It is required on both original and derivative classification decisions.

**DCL stands for "declassification." It is required on both original and derivative classification decisions. It is always followed by either "OADR" or a specific date or event.

***DRV stands for "derived" from. It should always be present on derivative classification decisions. It should never be used on original classification decisions.